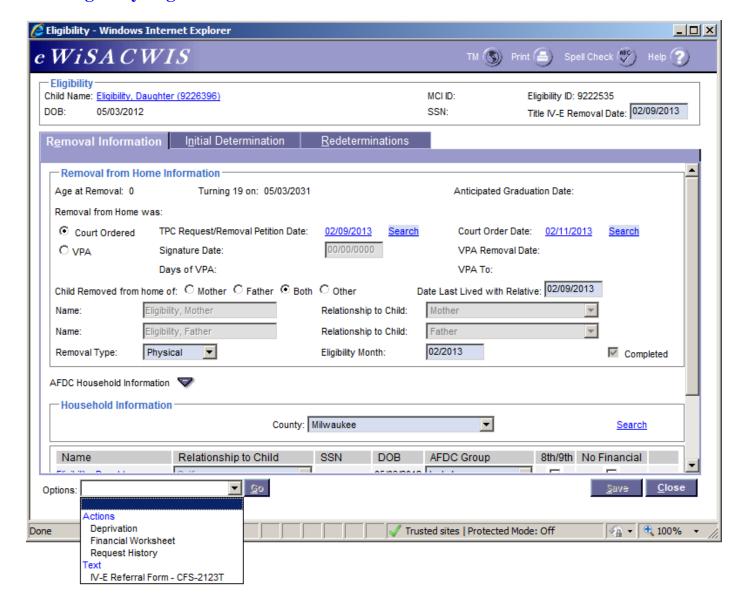
# **eWiSACWIS IV-E Eligibility Sign-Off Process**

**Note:** In order to complete a IV-E determination or redetermination, an assignment to the case is not needed. However, additional security is needed to complete a determination.

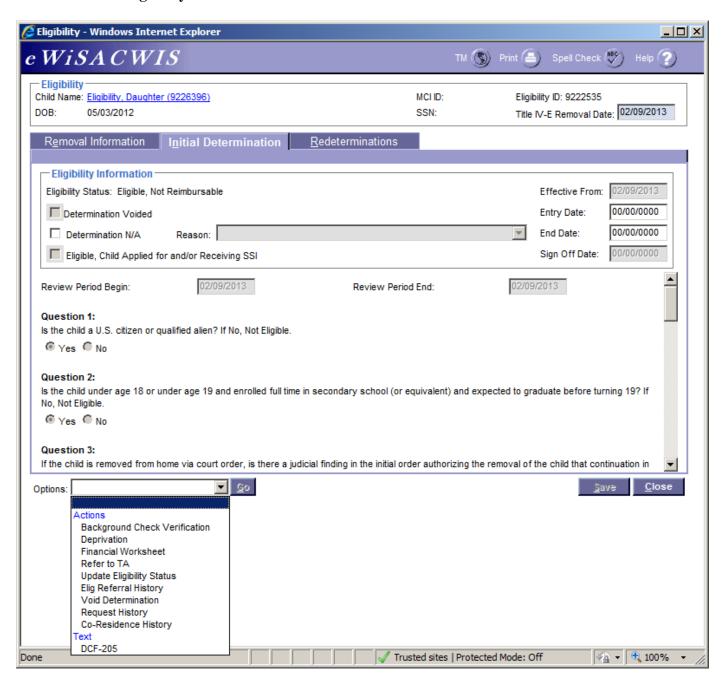
**Note:** Once a IV-E determination is completed by the State, the Med Stat Code is updated on the Medicaid Certification and sent to ForwardHealth. The updates can be viewed on the Medicaid Updates page.

## **Eligibility Page > Removal Information tab**



### **Eligibility Page > Initial Determination tab**

#### What the Eligibility Unit sees:

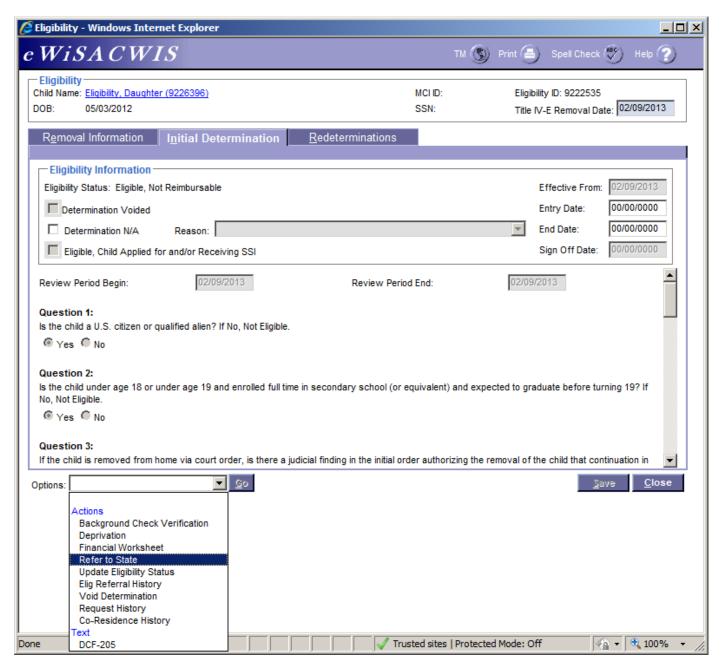


The Eligibility Unit uses the option "Update Eligibility Status" to make changes and update the child's recommendation status. After the changes/updates are made, the Eligibility Unit selects "Refer to TA."

Once the referral has been made, the option "Refer to TA" is not available.

The Technical Assistant (TA) will receive an e-mail stating he/she has been assigned to the case for Eligibility Review / Approval.

#### What the TA sees:



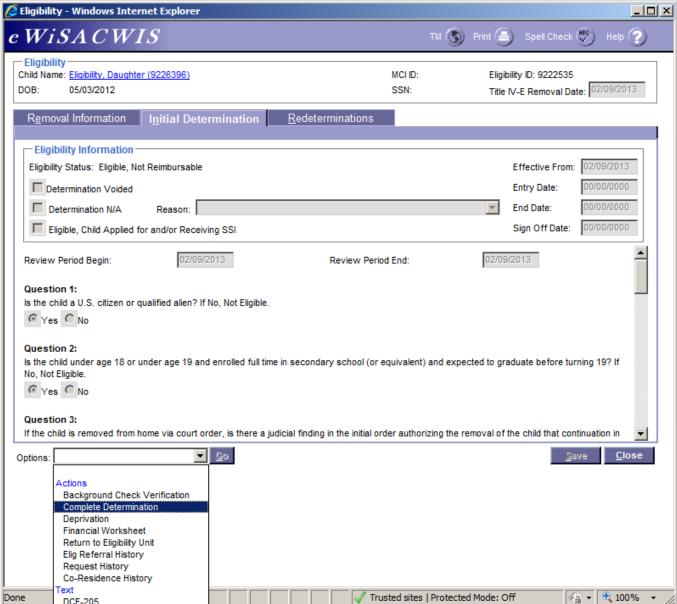
The TA may use the option "Update Eligibility Status" to make changes and update the child's recommendation status. After the recommendation is reviewed, the TA selects the "Refer to State" option.

Once the referral has been made, the option "Refer to State" is not available.

The State approver will receive an e-mail stating he/she has been assigned to the case for Eligibility Review / Approval.

### What the State approver sees:

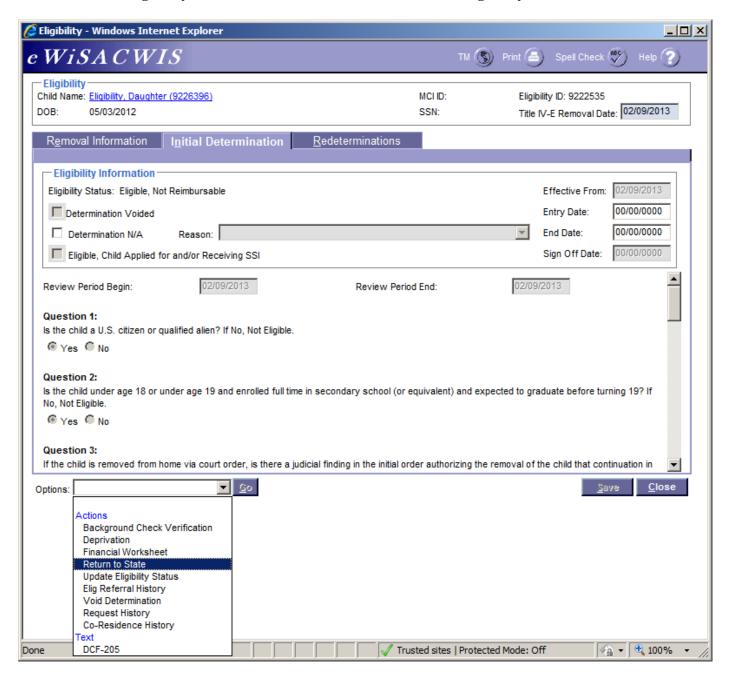




After the recommendation is approved, the State selects "Complete Determination."

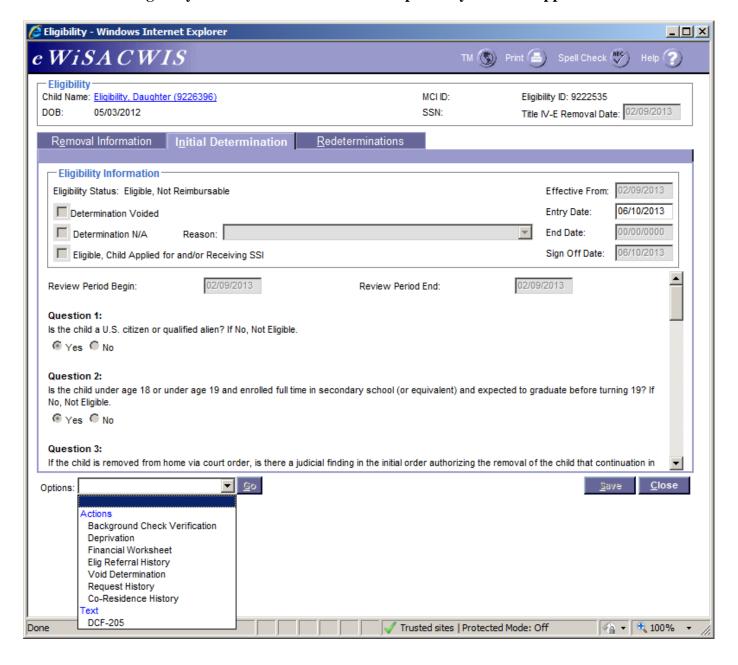
Once approved/completed, the option "Complete Determination" is not available. October 2013

### What the Eligibility Unit sees after it has been Returned to Eligibility Unit:



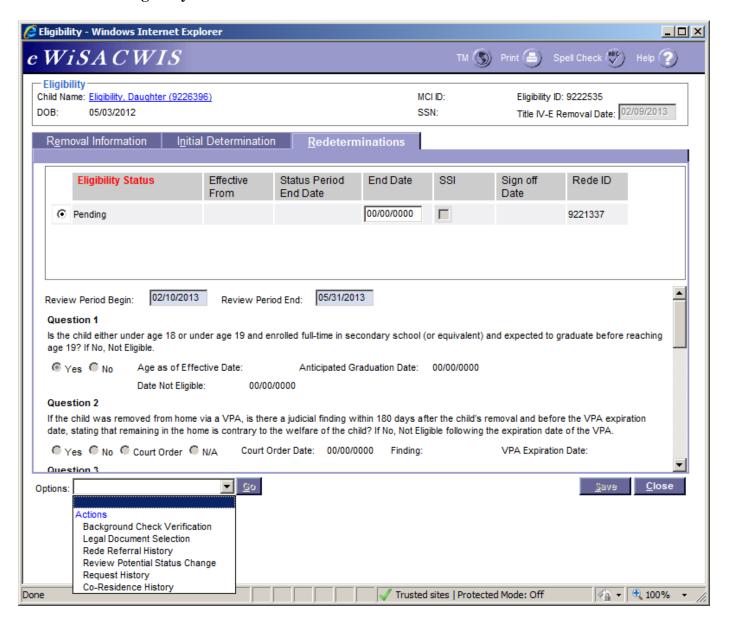
After the Eligibility Unit selects 'Return to State' the State approver will see the same options as on page 4.

#### What the Eligibility Unit sees after it has been completed by the State approver:

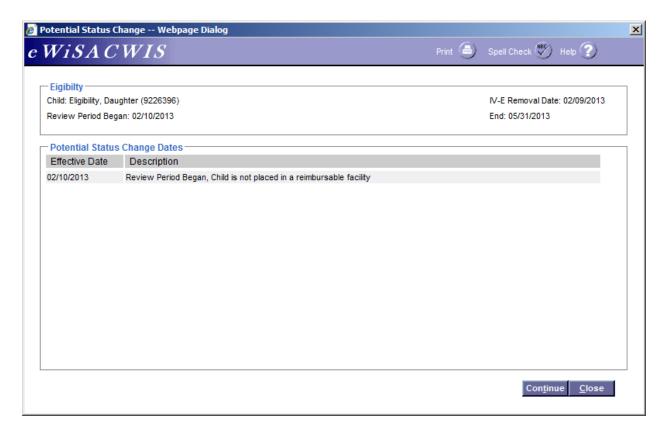


# **Eligibility Page > Redeterminations tab**

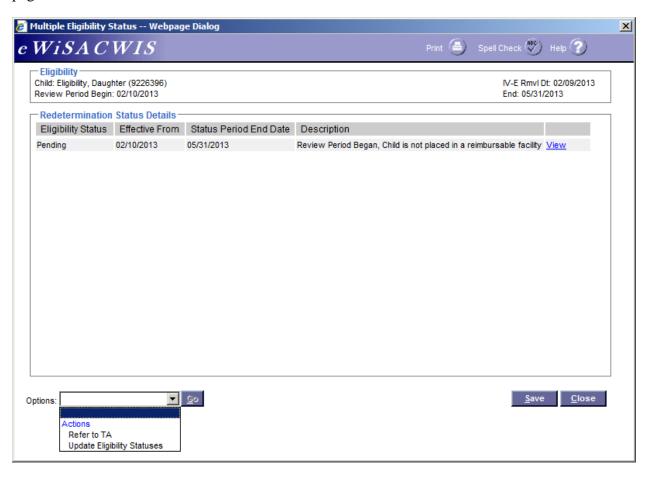
### What the Eligibility Unit sees:



Once the review period is established and Background Checks and Legal Documents have been verified, the Eligibility Unit selects "Review Potential Status Change" from the Options dropdown. This opens the Potential Status Change page.



Clicking Continue on the Potential Status Change page opens the Multiple Eligibility Status page.

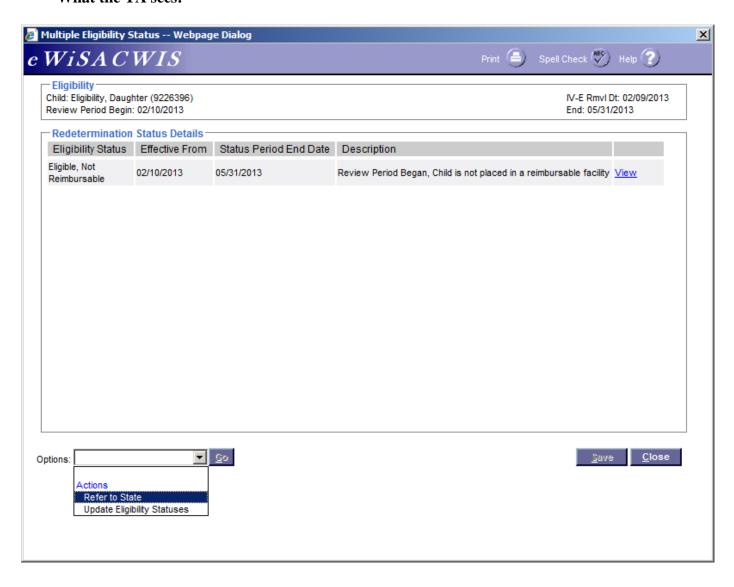


The Eligibility Unit uses the option "Update Eligibility Status" to update the child's recommendation status. After the Eligibility Status updates are made, the Eligibility Unit selects "Refer to TA."

Once the referral has been made, the option "Refer to TA" is not available.

The TA will receive an e-mail stating he/she has been assigned to the case for Eligibility Review/Approval.

#### What the TA sees:

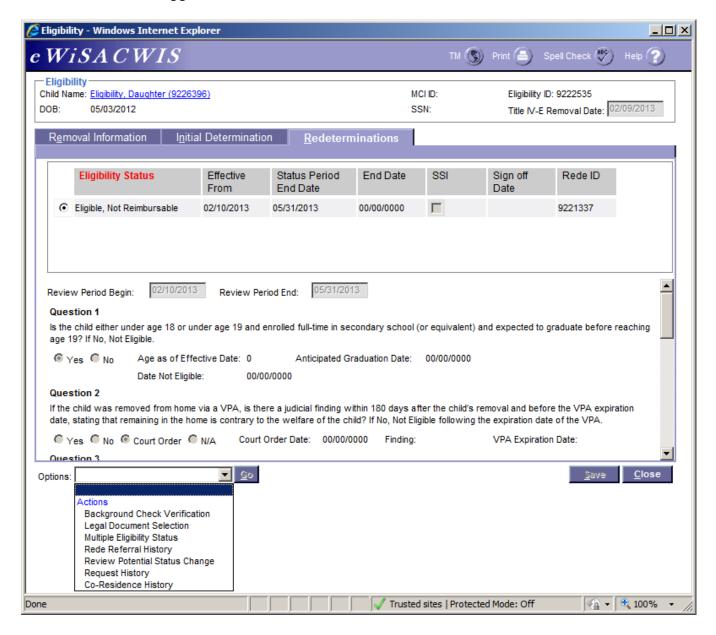


The TA may use the option "Update Eligibility Status" to update the child's recommendation status. After the recommendation is reviewed, the TA selects the "Refer to State" option.

Once the referral has been made, the option "Refer to State" is not available.

The State approver will receive an e-mail stating he/she has been assigned to the case for Eligibility Review / Approval.

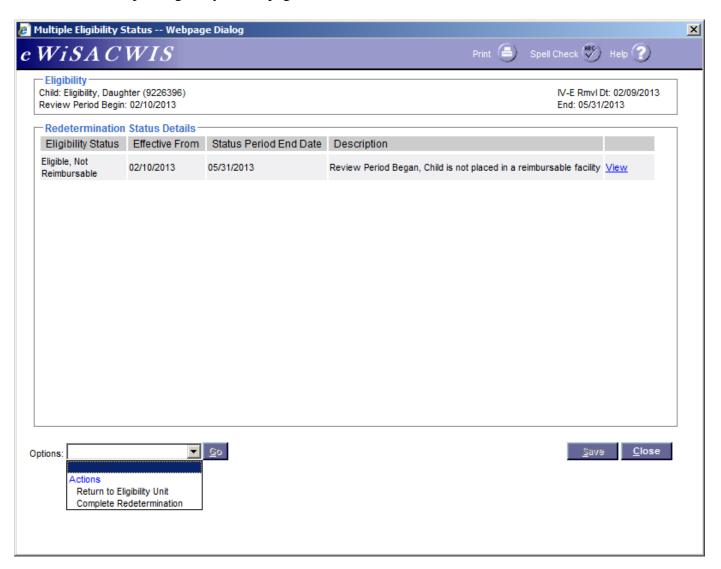
#### What the State approver sees:



To approve the redetermination, the State approver selects the option Multiple Eligibility Status.

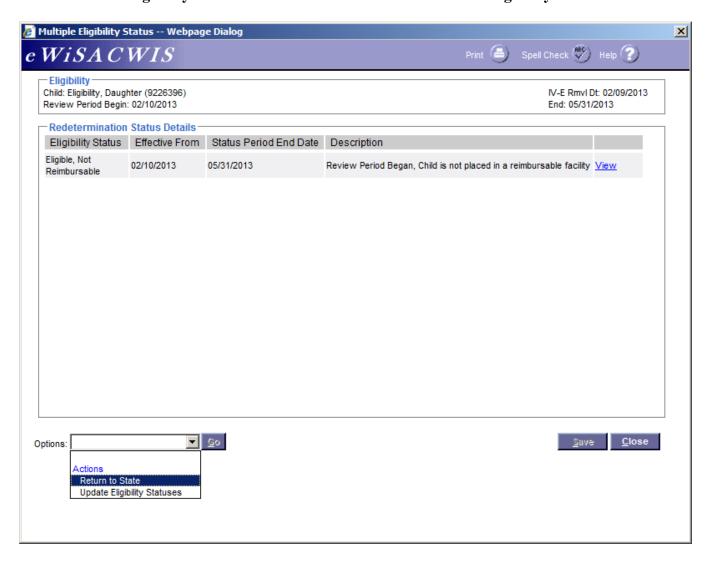
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On the Multiple Eligibility Status page, click Continue.



After the recommendation is approved, the State selects the "Complete Redetermination" option. Once approved/completed, the option "Complete Redetermination" is not available.

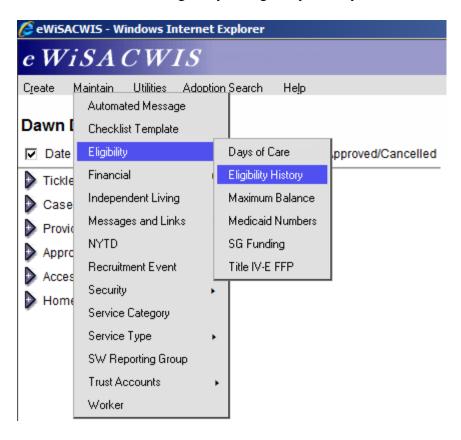
## What the Eligibility Unit sees after it has been Returned to the Eligibility Unit:



After the Eligibility Unit selects 'Return to State' the State approver will see the same options as on page 12.

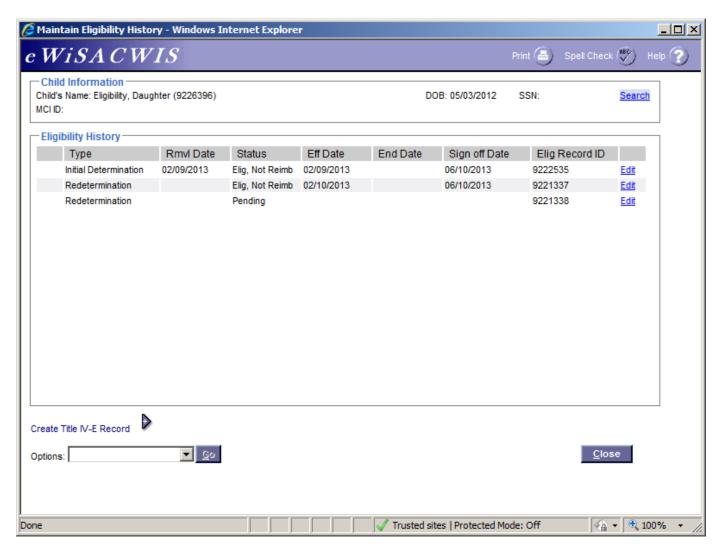
# **Maintain Eligibility History page**

The Maintain Eligibility History page can be used to complete determinations for closed cases. This page is accessed via Maintain > Eligibility > Eligibility History.



To view the Eligibility History for a child, the child's person ID must first be searched and retrieved.

What the Eligibility Unit and State approver see:



To access the initial or redetermination, click the Edit hyperlink for the appropriate determination. This opens the Eligibility page for the determination. See steps above to follow the appropriate process for the initial determination or redetermination.

## **Workflow Overview**

